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Table of Contents

Chapter 1: Signing in to the System

Login	3
-------------	---

Chapter 2: Using the System

User Profile Page	4
Main Menu	5
Home	5
Manage Profile	5
Upload	7
All Media	10
Groups	11
Find Users	13
Settings	13
Help	15
Live Chat	15
User Functions	16
My Videos Tab	16
My Images Tab	17
My Groups Tab	18
My Files Tab	20
Buddy List Tab	21
Recent Activities Tab	21

Chapter 3: Administrative Controls

Access Levels	22
Monitoring Uploaded Multimedia	23
Group Pages	25
Creating Groups	25
Approving Group Members	25
Approving Media and digital Files	26
Creating Group Messages	27
Group Favorites	27
Settings	28
Adding Users	28
Manage School/District Logo	29
Manage File Formats	29
Manage Schools	30
Usage Reports	31
Video/Image Trackers	33
Video Tracker	33
Video Tracker Reporting	34
Image Tracker	34
Image Tracker Reporting	36

Chapter 1: Signing in to the System

Login

Users can login to access their MyVRSpot account through the custom login page or district portal using the username and password provided by the administrator.

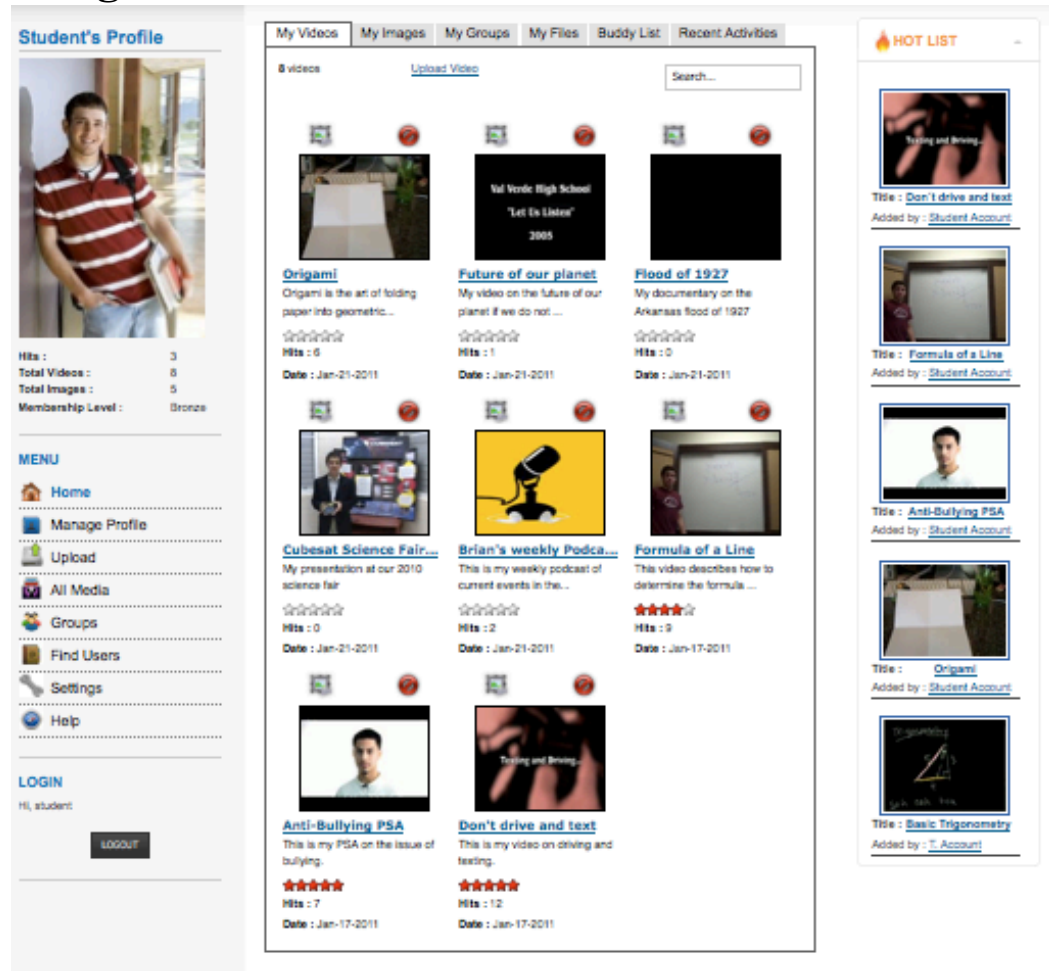


Please remember to always keep usernames and passwords in a secure location and do not share them with anyone else.

- Students:** The MyVRSpot staff is not able to change student passwords for security reasons, therefore, students will have to contact their teacher or administrator to have them changed or updated.
- Teacher/Administrators:** Please contact us toll-free at (888) 237-6740 or send an email to support@MyVRSpot.com to have a password reset. Please be sure to include your school email address so that we can verify identity.

Chapter 2: Using the System

User Profile Page



The MyVRSpot **User Profile** page is the Home Page for an account and is the first screen viewed after logging in. The **User Profile** page is also the page that other users will see when they navigate to your profile. All of the information for the user is located on this login screen, including profile, videos and images approved and uploaded, the Groups they are a member of and a list of buddies.

The following information is shown on this page just below the current profile picture:

- Total number of times that the Profile Page has been viewed
- Total videos uploaded by user
- Total images uploaded by user
- Membership level which is based on the number of images and videos uploaded along with their average ratings. The membership levels are as follows: Bronze, Silver, Gold, and Super Gold.

In addition, a user can view all of the highest rated videos and images by viewing the “**Hot List**” on the right-hand side of the screen. This “**Hot List**” is the top five multimedia files that have been viewed and rated in a user's school and/or school district for the week.

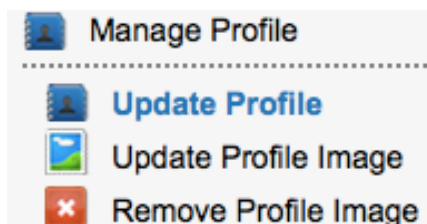
MAIN MENU

On the left-hand side of the Profile Page below the user's profile picture is the main **Menu** that has links to different, important areas within MyVRSpot. This menu allows users to manage their personal profile, upload multimedia, jump to the list of users and all uploaded and approved multimedia within the school and/or school district, access available group pages, as well as links to view the terms and conditions of their MyVRSpot account, access help tutorials and also to contact MyVRSpot for any questions or concerns a user might have.

Home

The “**Home**” link will always bring a user back to their main Profile Page.

Manage Profile



The “**Manage Profile**” link allows users to manage their personal profile, which includes updating their password and changing their profile image.

- The “**Update Profile**” link allows users to view their current School Information, change their password, as well as edit the information that is viewable on the “**Recent Activities**” tab. Along the bottom of this section are icons that show the user what field is required and whether or not the field is visible on the Profile Page; hovering over the blue highlighted exclamation point will reveal a description of the displayed information. Click on “**UPDATE**” once a change is made.

A screenshot of a web application's 'School Info' form. The form is titled 'School Info' and contains various input fields for user information. The fields are: First Name (student), Middle Name (empty), Last Name (student), Email (ftc@demo.com), Username (student@demo), Password (empty), Verify Password (empty), School ID (138), School Student ID (empty), Graduation Year (empty), School Name (Demo School), School's District (demo), School's Consortium (Demo), District Id (116), and Consortium Id (19). Each field has a small icon to its right indicating its status: a green checkmark for required fields, a blue exclamation point for fields visible on the profile, and a red 'X' for fields not visible on the profile. At the bottom of the form are 'UPDATE' and 'CANCEL' buttons. Below the buttons is a legend: a green checkmark for 'Required field', a blue exclamation point for 'Field visible on your profile', a red 'X' for 'Field not visible on profile', and an 'i' icon for 'Information: Point mouse to icon'.

- The **“School Info”** tab details the personal information for the student. *Users are **only** able to change their password from this screen*; all other information is pre-filled by the Administrator when the account is created and is not editable.
- The **“Recent Activities”** tab allows changes to the property of the information displayed in the **“Recent Activities”** tab located on the User's Profile Page.
 - “Tab Display”** - Select if you want to show only activity of your friends, only your activities, or both.
 - “Style of Activities”** - Select the design style of the display that you prefer, either the default display or the dark template.
 - “Display own activities”** - Select whether or not you want your buddies to be able to see your activities on their **“Recent Activities”** list.
 - “My Display Name”** - Select if you want to display the word, “YOU,” instead of your name or display your full name when viewing your own **“Recent Activities.”**
 - “New Media Items”, “Latest Logins”, “Profile Updates”, and “New Friendships”**- These options allow you to choose which activities of your buddies will be displayed in your **“Recent Activities”** list.
 - “Number of Activities”** - Allows you to determine the number of activities that you want displayed on your **“Recent Activities”** tab. If a number is not entered, the system defaults to 20 displayed activities.
- To Edit the User's Profile Picture, hover over the **“Update Profile Image”** link which will load the following page to allow a user to either upload a saved file or choose one from the image gallery; click on **“Remove Profile Image”** to delete the profile image of the user.

Submit a new image for upload

Your image will be automatically resized to 200X500 if needed, Please do not upload pictures bigger than 8000 KB.

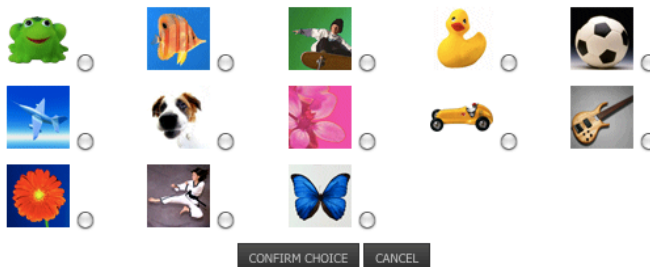
Select file

Browse...

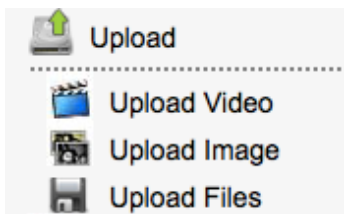
UPLOAD

By clicking "Upload", you certify that you have the right to distribute this photo.

Choose one from the image gallery



Upload



Videos, Images, and Digital Files can be uploaded to a user's webspot by hovering over the “**Upload**” icon under the **Main** menu. **NOTE:** The maximum allowable file size is 100MB.

- Upload Video:** To upload a new video click on the “**Upload Video**” icon, which will load the following page:

Upload Video

Title

Details

Tags

Related Content

Related Website

Note : Enter comma-separated tags without any space before comma.

Note: Enter comma-separated site names

1- Upload your video. Please do not upload videos with unsuitable content for our site.
Please note: Upload only FLV, MPG, WMV, AVI, MP3, MOV, MPEG-4, H.264, MTS, 3GP, DAT, DIVX, ASF, M4V, MP4 and SWF files otherwise the system will reject your file.

Path to the video:

Browse..

2- Please choose one of the below, three options for the picture display of your video.
If you choose "Upload a thumbnail for your video" use the browse button below to find your image.
Please note: Only GIF, JPG, or PNF files are accepted.

Browse...

☒ Extract auto thumbnail for my video. ☐ Default Thumbnail ☐ Upload a thumbnail for your video.

Save

Reset

Upload Video From Link

NOTE: All uploaded multimedia by a student user will have to be approved by an administrator before it is live on the MyVRSpot system (see Chapter 3: Administrative Controls-Monitoring Uploaded Multimedia for more information).

- The user is directed to add a “Title” to the video, along with a description of the video in the “Details” box, and “Tags” for the video. There are not any character limits for these fields. Users can also include information in the “Related Content” and “Related Website” to provide further information to describe or relate to this video.

7

- A personalized thumbnail image that is relevant to the video can be uploaded by clicking on the “**Browse**” tab; please note that only GIF, JPEG, or PNG files can be uploaded to this system. If one is not available, either click the circle titled “Extract auto thumbnail for my video,” and the fifth screen shot from the uploaded video will be used automatically, or click “Default Thumbnail,” and the default MyVRSpot thumbnail image will be used.


Upload Video

Upload Video From Link

Please copy your video link and paste into the 'Input Link' box below. **Please ensure you are using the correct video link format.** Then, click the 'Apply' button.

Input Link

Apply

	
Title	Mathematics Distance Learning - YourTeacher.com - 1000+ C
Details	YourTeacher.com Mathematics - http://www.yourteacher.com
Tags	without any space before comma. Note : Enter comma-separated tags
Additional Information	
Related Content	
Related Website	Note : Enter comma-separated site names.
<input type="button" value="Save"/>	

- Upload Images:** To upload a new image, click on the “**Upload Image**” icon, which will load the page detailed below:

- Click on the “**Browse**” tab to locate the computer file; up to 10 images can be uploaded at a time. NOTE: Only GIF, JPEG, or PNG files can be uploaded to this system.

- When complete, click on the “**Upload**” button.

- “Title,” “Description,” as well as any “Tags” associated with the image can be added; as detailed earlier, tags are keywords or phrases used to categorize the image. Users can also tag an image to only be viewable by users with a Teacher access level and above by using the tag, **#teacher**. Users can also include information in the “Related Content” and “Related Website” to provide further information to describe or relate to this video.

- Upload Files:** The **MyFiles** tab viewable on the Profile Page functions much like a digital locker where users can upload documents for their own use and storage. Clicking on the “**Upload Files**” link will allow users to upload files to their **MyFiles**. Please note that the following files types are acceptable on our system: .doc, .pdf, .xls, .ppt, and .txt.

NOTE: These files do not need to be approved to be uploaded in the user’s personal **MyFiles** since they are only viewable by the user that originally uploaded the file as well as any user with a Teacher Administrator’s access level or above. If a user decides to share this file with a Group for collaboration, it will have to be approved by the group creator before it is viewable by other group members.

- Click on the “**Upload Files**” icon, which will load the following page:

Add New File

Fields Marked With (*) Are Mandatory

Add a “Title” for the document and click “**Browse**” to locate the computer file; click “**Submit**” when done.

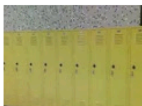


File Title: *	<input style="width: 95%;" type="text"/>
Upload File: *	<input style="width: 60%;" type="text"/> <input style="width: 35%; height: 25px;" type="button" value="Browse..."/>
<input style="width: 40%; height: 25px;" type="button" value="Submit"/> <input style="width: 40%; height: 25px;" type="button" value="Reset"/>	

All Media

All of the approved uploaded multimedia for the school and/or school district can be accessed by clicking on the “**All Media**” icon under the Main Menu.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Page 1 of 2 (11 records)	Next
1 2		

Title: [mike](#)

Video Description:

Video Tags : - Date : 30 January 2010 - Added BY : Joe Carry

Views : 0 - Votes : 0 - Rating : 0

Title: [Parts of a flower](#)

Video Description: This video explains the different parts of a flower.

Video Tags : flower science - Date : 16 October 2009 - Added BY : Joe Carry

Views : 0 - Votes : 0 - Rating : 0

Title: [Pollination](#)

Video Description: ahkifalsdkfiksikafiks

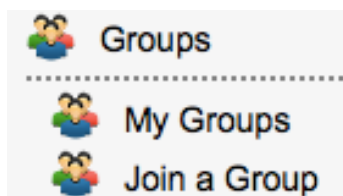
Video Tags : flower power - Date : 24 November 2009 - Added BY : Joe Carry

Views : 0 - Votes : 0 - Rating : 0

Search Capabilities:

- The uploaded content is categorized alphabetically and can be accessed by clicking on the beginning letter of the multimedia title from the “A-Z” listing to view it.
- Even more powerful is the ability to search for multimedia by keyword or tag by entering the information in the “**Search Media**” field in the upper right-hand corner of the screen. For example, a search for the keyword, “Math,” pulls up any media that has the word Math either in the Title, Description, and/or associated Tag(s) assigned to the uploaded content.

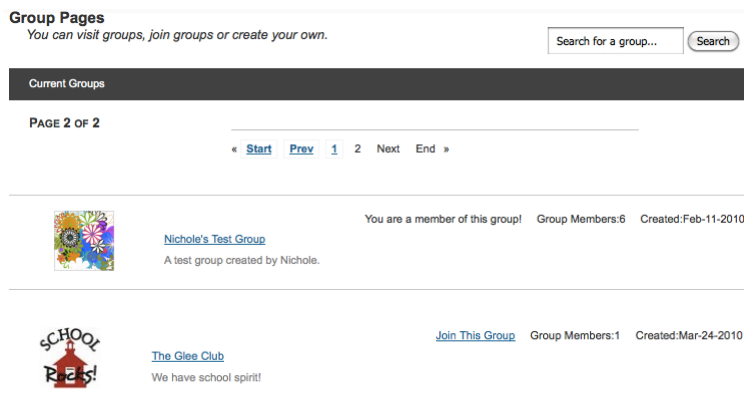
Groups



MyVRSpot **Group Pages** serve as a centralized location where teachers and students can communicate together within groups created for a specific subject, class period, or extra-curricular activity. Only users that belong to the Group can view or add files that are uploaded by the Group members, and they can view or add comments entered by other users within the Group by utilizing the built-in discussion board feature within the **Group Pages**.

NOTE: Only users with a minimum access level of Teacher Administrator and above can create Groups, approve pending users, and create new discussions (See Chapter 3: Administrative Controls, Group Pages for more information).

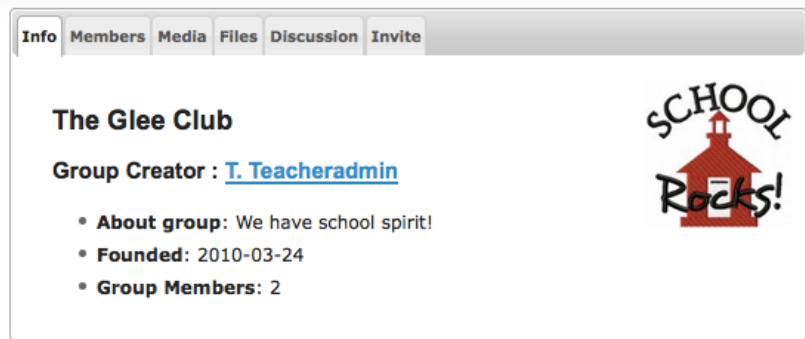
- My Groups:** Click on the “**My Groups**” icon to be directed to all Groups the user is currently a member.
- Join a Group:** A user can also quickly jump to a listing of all Groups that are currently available in their school and/or school district by clicking on the “**Join a Group**” icon, which loads the following page:



NOTE: Some groups are open to all users within a school and/or school district, while others require the Group creator to approve pending users.

- Users can search for Groups by using the built-in search feature in this section or simply by browsing through all of the Groups. Users can then join a Group by clicking on the “**Join This Group**” link.

- Open to All:** For Groups that do not need an approval to join the Group’s Activity Page will automatically load, shown below; this page details the Group Information, the username of each Group Member, all Multimedia and Files uploaded to the Group, any Group Discussion posted, as well as a tab to invite registered users to become a member of the Group.



• **Approval to Join:** For Groups that require an approval from the Group creator to join, a message will appear stating, “**Thank you... the group owner must approve (and enable your login).**” (see Chapter 3, Group Pages, Accepting Group Members for more information.

- Clicking on the “**Members**” tab displays all members of the Group and their present
- Clicking on the “**Media**” and “**Files**” tabs displays all of the multimedia files, including video and audio files, as well as any .doc, .pdf, .txt, .ppt, and .xls files, shared by the specific group.
- To view Group Messages, click on the “**Discussion**” tab, which will load the following:

Group Messages:		
Total : 1 Group Messages		
MESSAGE	CREATED	AUTHOR
Practice on Wednesday!	2010-04-02 14:10:19	teacheradmin teacheradmin

- A user can add a comment to a specific message by clicking on the message. An HTML box will appear where the comment can be entered, as shown below. Click “**Add Comment**” when done.

Write comment

Comment

smaller | bigger

ADD COMMENT

- To Invite Members to a specified group, click on the **“Invite”** tab, which will load the following:

Enter the user’s name and click on the **“Submit”** box to request an invitation to be sent to this user.

Find Users

The **“Find Users”** link under the Main **Menu** details an alphabetical listing of all users within the school and/or school district; also included is the user's School Name, whether they are online or offline, as well as the ability to add a specific user as a Buddy. The search field located at the top of this section can be used to located a specific user by simply typing in the user's name (last name, first initial), Usertype (access level), and/or School, or by clicking on the **“A-Z”** listing just below the search functions.

NAME	SCHOOL NAME	USERTYPE	STATUS	ADD BUDDY
ACCOUNT.TEST	Demo School	Student	Offline	
Anne, M.	Demo School	Teacher	Offline	
Barnett, N.	Demo School	Teacher Administrator	Offline	

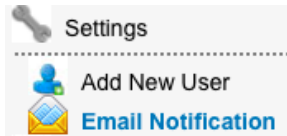
- Clicking on the User Name jumps directly to that user's Profile Page; click on the **“Home”** icon under the Main **Menu** to go back to the user's personal Profile Page.
- A user can also add a Buddy by clicking on the **“Add Buddy”** icon; a pending request is then sent to that user, which has to be approved in order for the connection to be made between the users by clicking the green check mark to approve.

Settings

Depending on a user’s access level, there are a number of features that can be found through the **“Settings”** link under the Main **Menu**, including adding new users, managing schools, districts and/or consortiums, running usage reports, as well as modifying the user account for email notifications (Please refer to Chapter 3: Administrative Controls, Settings for information on all of these features with the exception of Email Notifications, which will be detailed below).

- Email Notification:** All users on the MyVRSpot system can receive notifications via email when certain activities have been performed, as detailed below.

•Ideally, all users will have an email address populated from the account creation process. If a user does not have an email address on file, Student users will have to ask their teacher to enter their email address to utilize the feature, and users with a Teacher access level and above will be prompted to enter their email address to update their profile if there is not one present.



•Once an email address is populated, by default all notification types will be checked; users can customize what types of notifications they receive by clicking on the “**Email Notifications**” icon, which will load the following pages depending on user type:

•For Student users, the following page will load and can be customized:

Email Notification Configuration

Send the following Email Notifications:

- ☒ Video, Picture, or Avatar Approved
- ☒ Group Request Accepted
- ☒ New Media Added to any Groups you belong to
- ☒ Any of your Media Receives a Comment
- ☒ Any of your Media Comments Receive a Response
- ☒ New Discussion Posted in any Groups you belong to
- ☒ New Discussion Comment in any Groups you belong to
- ☒ Friend Invite Received
- ☒ Friend Invite Accepted

- Uncheck the boxes for the items that are unwanted email notifications.
- Click “Save” when done.

•For users with a Teacher access level and above, the following Email Notifications are available to customize:

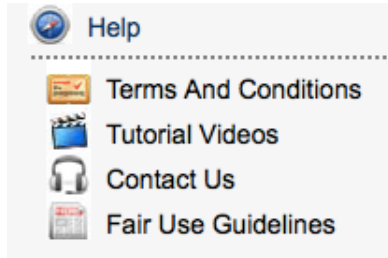
Email Notification Configuration

Send the following Email Notifications:

- ☒ New Pending Item in your Group (Media or Files)
- ☒ User Requests to join your Group
- ☒ New Media Added to any Groups you belong to
- ☒ Any of your Media Receives a Comment
- ☒ Any of your Media Comments Receive a Response
- ☒ New Discussion Posted in any Groups you belong to
- ☒ New Discussion Comment in any Groups you belong to
- ☒ Friend Invite Received
- ☒ Friend Invite Accepted

- Uncheck the boxes for the items that are unwanted email notifications.
- Click “Save” when done.

Help



The “**Help**” icon on the MyVRSpot system allows a user to connect to several very important links, including the Terms and Conditions, the MyVRSpot Tutorial Videos, Contact information for support, as well as the MyVRSpot Fair Use Guidelines.

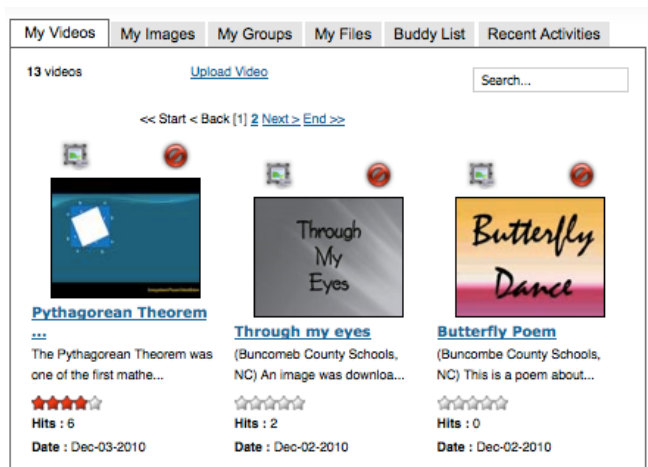
- Terms and Conditions:** The full details of the MyVRSpot accounts can be accessed by clicking on the “**Terms and Conditions**” icon.
- Tutorial Videos:** Users can access tutorial videos that explain key concepts about the MyVRSpot system such as how to request a buddy or how to upload a video by clicking on the “**Tutorial Videos**” icon.
- Contact Us:** The “**Contact Us**” link enables users to contact MyVRSpot by phone, fax, or email. There are also other links on this page that accesses the FAQ section of our website, as well as the MyVRSpot Help Desk to help get questions answered quickly.
- Fair Use Guidelines:** The Fair Use Guidelines for Educational Multimedia can be found by clicking on the “**Fair Use Guidelines**” icon. The purpose of these guidelines is to provide guidance on the application of fair use principles by educators, scholars and students who develop multimedia projects using portions of copyrighted works under fair use rather than by seeking authorization for non-commercial educational uses. These guidelines apply only to fair use in the context of copyright and to no other rights.

Live Chat

A great feature of MyVRSpot is the **Live Chat** feature which allows users with an access level of Teacher and above the ability to chat live with our support personnel to troubleshoot any problems, questions, or concerns a user might encounter while using the system.

- Live Chat** is available between the hours of 8:00am and 5:00pm CST, Monday through Friday on regular business days.
- If all Representatives are busy, a message can be left and the next available representative will address the question and contact the user direct to provide resolution.

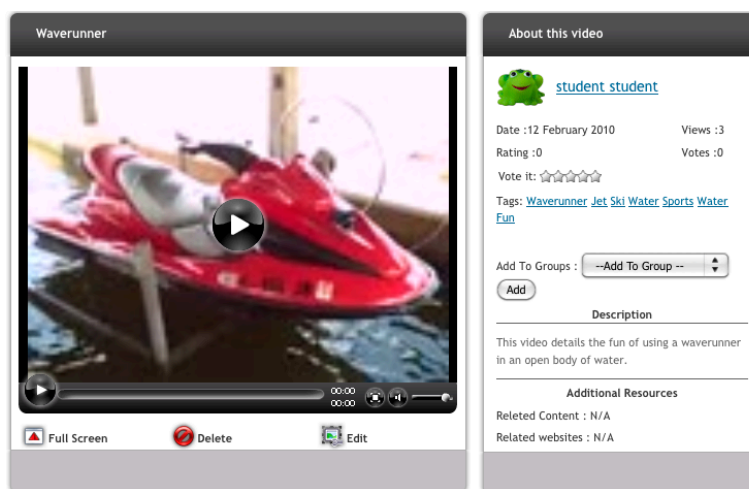
USER FUNCTIONS



My Videos Tab

The **My Videos** tab viewable on the Profile Page is where all of the user's uploaded videos are displayed, including videos uploaded from a link. With multiple videos, the search function on the upper-right hand corner of this section can be utilized to find specific videos by keyword. In addition, users can upload videos to their webspot by clicking on the “**Upload Video**” link as detailed in the previous section.

- Once the video is uploaded and approved by the administrator, the video's information can be viewed by clicking on its thumbnail image in the “**My Videos**” section, which brings you to the following screen shot:



- As shown above, the information for the video can be edited or deleted by clicking on the appropriate link directly below the video. In addition, in the “**About this video**” box, a user can rate another user's multimedia by clicking on the stars (ratings are from 1 to 5 stars), as well as add the video to a Group that they are a member of (See the “**My Groups**” section below for more details). **NOTE:** Users cannot rate their own uploaded multimedia and are only allowed to rate another user’s multimedia one time.

- In the **“Discussion”** box directly below the video, student users can post a comment about their own uploaded video, but all comments can only be viewed and responded to by Teacher Administrators and above.



My Images Tab

The **My Images** tab on the User's Profile Page is where all of a user's uploaded images will be displayed. Here users can upload images by clicking on the **“Upload Images”** link as detailed in the previous section.

- Once the image is approved by the administrator, a user can edit the image's information or delete the image by clicking the thumbnail picture of the image in the **“My Images”** tab; updates can be made as shown below:

PICTURE INFORMATION	
Added By:	student student
Description:	Reggie the Redbird. Go Redbirds!
Tag:	Sports, Illinois State University, Redbirds, College
Hits:	12
Rating:	No Votes
Edit Delete	
ADDITIONAL RESOURCES	
Related Content:	N/A
Related Site:	N/A
PICTURE SHARING	
Add to Group:	<input type="button" value="--Add to Group--"/> <input type="button" value="Add"/>
PICTURE RATING	
You can not vote for your own pictures!	

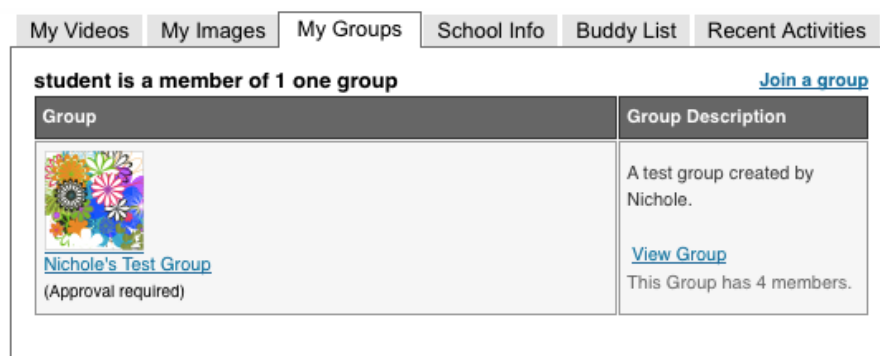
- Picture Information:** The user can edit any of the information in this section, including the “Description,” any associated “Tag”(s), “Related Content” and “Related Site” text, as well as delete the image.

- Picture Sharing:** A user can add the selected image to a Group that they are a member of (See the **“My Groups”** section below for more details).

- Comments for this Picture:** Students can post comments about their uploaded image, but all comments can only be viewed and responded to by users with access levels of Teacher Administrators and above, as well as the student that uploaded the content.

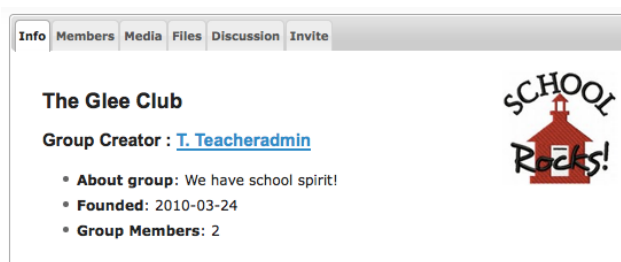
My Groups Tab

As previously discussed in the **Groups** section, the MyVRSpot Group Pages serve as a centralized location where teachers and students can communicate together within Groups created for a specific subject, class period, or extra-curricular activity. Only users that belong to the Group can view or add files that are uploaded by the Group members. They can also view or add comments entered by other users within the Group by utilizing the built-in discussion board feature within the Group Pages.



NOTE: Only users with a minimum access level of Teacher Administrator and above can create groups, approve pending users, and create new discussions (See Chapter 3: Administrative Controls, Group Pages for more information).

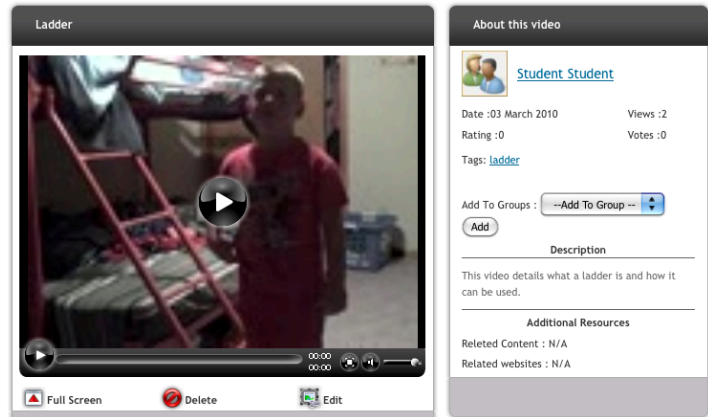
- Click on the **“My Groups”** tab to view the Group Pages and the Group(s) that the user is currently a member of. A user can join a new Group by clicking on the **“Join a group”** link as previously discussed in the **Group** section.
- By clicking on the **“View Group”** link in the Group Description box a user can view the Group's Activity Page, which details the Group Information, the full names of each of the Group Members, the Uploaded Videos, Images, and Digital Files for the group, any messages posted, as well as the ability to invite any registered users to become a member of the Group.



- Clicking on the **“Media”** and **“Files”** tabs displays all of the multimedia files, including video and audio files, as well as any .doc, .pdf, .txt, .ppt, and .xls files, shared by the specific group. **NOTE:** The Group creator will have to approve any files added to the Group to be viewable by all members.

- Users can upload their existing multimedia and files to the Group Page.

- Videos:** To upload existing videos to a specific Group Page, click on the video file under the **“My Videos”** tab on the Profile Page, which will load the following page:



- In the **“About this Video”** box to the right of the media file, click on the **“Add to Group”** drop-down and choose the correct group. Click **“Add”** when done.

- Images:** To upload an existing image to the Group page, click on the specific image under the user's **“My Images”** tab; click on the **“Add to Group”** drop-down as detailed for videos above.

- Files:** Existing files can be uploaded to the Group page to allow collaboration with other members by clicking on the specific file under the user's **“My Files”** tab and locating the Group name from the drop-down; click **“Add”** when complete. **NOTE:** The only file types accepted include .doc, .pdf, .txt, .ppt, and .xls.

- To upload new multimedia and digital files to the Group page, simply click on the **“Upload to Group”** link under the **Media** and/or **Files** tab on the Group activity page; follow the instructions previously detailed in the **Upload** section under the **Main Menu**.

- To view messages for the Group, click on the **“Discussion”** tab, which will load the following:

Group Messages:		
Total : 1 Group Messages		
MESSAGE	CREATED	AUTHOR
Practice on Wednesday!	Apr-02-2010 2:10 pm	teacheradmin teacheradmin

- A user can add a comment to specific messages by clicking on the title of the message. An HTML box will appear where the comment can be entered, as shown below. Click **“Add Comment”** when done.

Write comment

Comment

smaller | bigger

ADD COMMENT

- As described in the previous section, a user can invite new members to a specified group by clicking on the **“Invite Members”** tab.

My Files Tab



The **“My Files”** tab on the User's Profile Page details all of the Digital Files uploaded by a user. (For more information about uploading digital Files, please refer to the previously detailed **“Upload”** section under the **Main Menu** and the **“My Groups Tab”** section under the **User Function**).

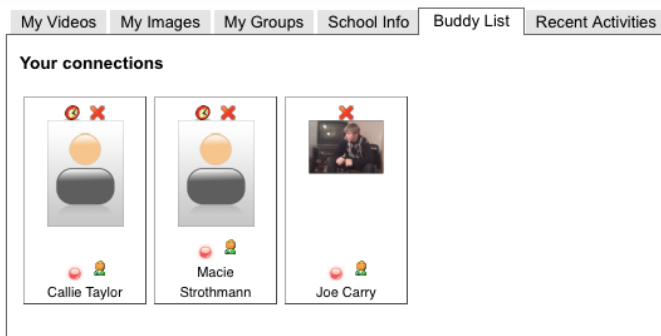
My Videos	My Images	My Groups	My Files	Buddy List	Recent Activities												
<div>2 files Upload File <input type="text" value="Search..."/></div> <table border="1"> <thead> <tr> <th>Title</th> <th>Add To Group</th> <th>Download</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Algebra notes</td> <td>--Add To Group · <input type="button" value="Submit"/></td> <td></td> <td></td> </tr> <tr> <td>Algebra notes</td> <td>--Add To Group · <input type="button" value="Submit"/></td> <td></td> <td></td> </tr> </tbody> </table>						Title	Add To Group	Download	Delete	Algebra notes	--Add To Group · <input type="button" value="Submit"/>			Algebra notes	--Add To Group · <input type="button" value="Submit"/>		
Title	Add To Group	Download	Delete														
Algebra notes	--Add To Group · <input type="button" value="Submit"/>																
Algebra notes	--Add To Group · <input type="button" value="Submit"/>																

- As shown above, a user can add the Digital File to a Group that they are a member by clicking on the **“Add to Group”** drop-down, **Download** the File, or **Delete** the Digital File.

Buddy List Tab

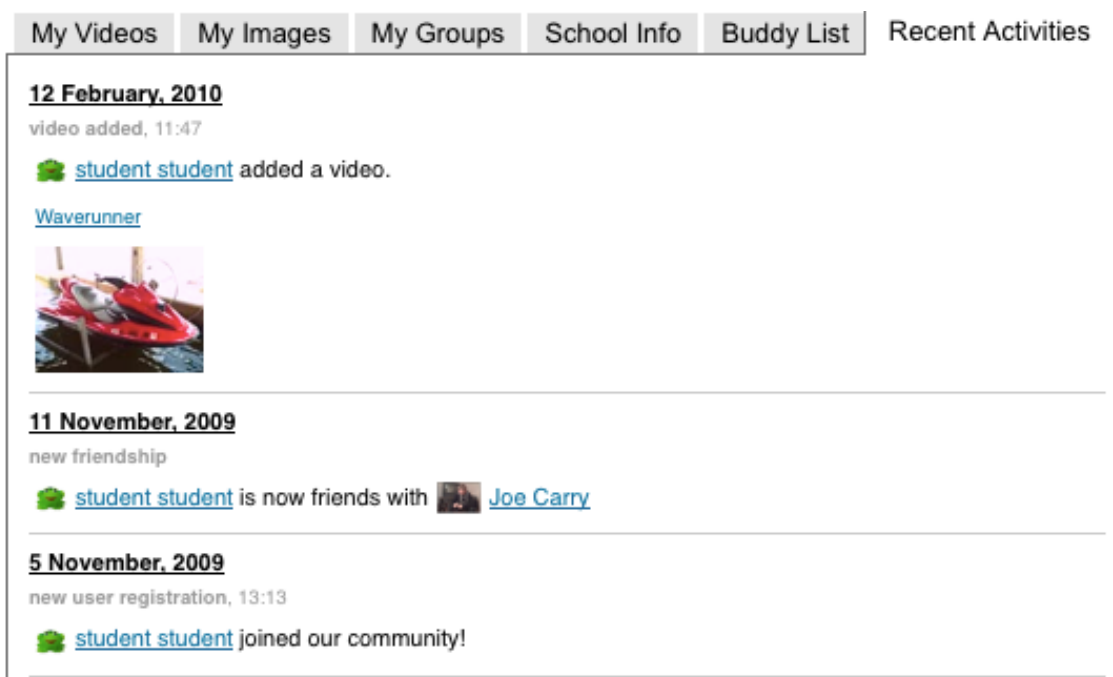
The “**Buddy List**” tab on the User's Profile Page details all of the buddies that a user has connected with through MyVRSpot. (Please refer to the previously detailed section, “**List of Users**,” to find out how to add friends to a user's Buddy List).

- Click on the thumbnail image of each buddy to access their personal Profile Page.
- Each buddy can be approved or deleted by clicking the  or  above the profile image.



Recent Activities Tab

The “**Recent Activities**” tab details the last 20 activities (default setting) that this user has performed on MyVRSpot, including new friend connections and recent multimedia uploads and approvals. Clicking on any of the user names in this list will jump directly to that user's personal Profile Page.



Chapter 3: Administrative Controls

Access Levels

Every account on the MyVRSpot system is designated with a specific access level, depending on how the account was created. These access levels impart certain restrictions or privileges to the account holder. MyVRSpot's access levels are a hierarchy, so administrative users can edit settings of any user at levels below their own, as well as monitor and approve students' uploaded multimedia.

The seven account types are State Administrator, Consortium Administrator, District Administrator, School Administrator, Teacher Administrator, Teacher, and Student. A school can have more than one account assigned to each access level. Below is a detailed description of each access level.

State Administrator - This is the highest access level which gives this user the ability to control multiple consortiums within a specific state. Users with this access level have the ability to allocate accounts to specific districts and schools within their consortiums, create Groups specific to their state, edit all user information for those user below them, and monitor and approve all uploaded multimedia.

Consortium Administrator – This access level enables the user to control multiple districts within the consortium. They can allocate subscription accounts to districts and schools within the consortium, as well as create users for their school districts, create Groups specific to their consortium, edit user information, and monitor and approve all uploaded multimedia within their school districts.

District Administrator – This access level can also create and edit user information for schools within their district, as well as monitor and approve all uploaded multimedia, but can be easily edited by the Consortium Administrator. Users at this access level also have the ability to personalize their site by uploading their specific district logo. It is the highest level within a school district and is appropriate for the District Chief Technology Officer or the Director of Technology for the school district.

School Administrator – This access level is the highest in a school and is appropriate for the School Technology Coordinator or the teacher that initiated the MyVRSpot service at a particular school. It allows users to create subscription accounts, edit user information, as well as monitor all multimedia uploaded within their school. Additionally, users at this access level have the ability to personalize their site by uploading their school logo.

Teacher Administrator – This access level is appropriate for individual teachers within a school and allows the user to create and edit user accounts, as well as monitor all uploaded multimedia for their students.

Teacher – A teacher can create new user accounts and edit information of existing users, however, they do not have the ability to monitor and approve uploaded multimedia of those

users. Additionally, all multimedia created and uploaded by this user has to be approved before going online. This access level would be appropriate for Student Teachers or Teacher's Aides.

Student – This is the access level to be used for all users that require a prior approval of their uploaded multimedia, specifically students within a class.

Monitoring Uploaded Multimedia

The key security feature of MyVRSpot is that all students' uploaded media is controlled and monitored by an administrator before going online for others to view. Users with a Teacher Administrator access level or higher have the ability to approve and monitor uploaded media for all users within their school and/or school district.

- Click on the **“Pending Media”** icon under the Main **Menu** to access all pending multimedia, including videos, images, and avatars (profile pictures). Users can then sort by a media title alphabetically to locate specific media.

Utilize the drop-down menu in the upper right-hand corner to search for all media within a specific school.

The screenshot shows the 'Pending Media' interface. At the top, there's a 'Select School' dropdown menu set to 'All' and a 'Search' button. Below this are tabs for 'Pending Video', 'Pending Images', and 'Pending Avatar'. A navigation bar contains letters A through Z and 'ALL'. A pagination bar shows 'Page 1 of 1 (2 records)' and a '10' dropdown. The main content area lists two pending videos. The first video has a thumbnail of a cheerleading team, title 'Save the cheerleading team - Hey Mickey dance!!', description 'Jo's Hen Do', tags 'cheerleading, dance', added by 'student student', school 'Demo School', district 'demo', 0 views, 0 votes, 0 rating, and date '16 November 2010'. The second video has a thumbnail of a person, title 'Test', description 'Joe Carry', tags '- Added by : Joe Carry', school 'Demo School', district 'demo', 0 views, 0 votes, 0 rating, and date '10 November 2010'. A second pagination bar at the bottom also shows 'Page 1 of 1 (2 records)' and '1'.

- Pending Video:** Click on the thumbnail image of the video or video title to view the pending video. After viewing the file, the administrator can edit any of the file information such as Title, Details, Tags, Related Content and/or Related Website as shown below. To publish the file, select the **“Yes”** button next to **“Publish Status”** and click **“Save,”** or to delete the file, click on the **“Delete”** link in the lower right-hand corner.

- To publish the file, select the **“Yes”** button next to **“Publish Status”** and click **“Save.”**

- To delete the file, click on the **“Delete”** link in the lower right-hand corner.

The screenshot shows the edit form for a pending video. On the left is a vertical list of field labels: Title, Details, Tags, Related Content, Related Website, IP Address, Thumbnail, Server Type, Server Code, Added by, School Name, District Name, Date, and Publish Status. The right side contains the corresponding input fields. 'Title' is 'Save the cheerleading team - Hey Mickey dano'. 'Details' is 'Jo's Hen Do'. 'Tags' is 'cheerleading, dance' with a red note: 'Note : Enter comma-separated tags without any space before comma.' 'Related Content' and 'Related Website' are empty with a red note: 'Note : Enter comma-separated site names.' 'IP Address' is '172.16.2.47'. 'Thumbnail' is 'http://i.yimg.com/vi/_y2yAz-zfF8/2.jpg'. 'Server Type' is 'youtube'. 'Server Code' is '_y2yAz-zfF8'. 'Added by' is 'student student'. 'School Name' is 'Demo School'. 'District Name' is 'demo'. 'Date' is '2010-11-17 05:32:37'. 'Publish Status' has radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Save' and 'Delete' buttons. A thumbnail of the cheerleading team is shown on the right.

- Pending Images:** To approve a pending image, click on the image to be approved to view, which will load the following page:

User information that can be viewed from this screen includes the Username of the user that originally uploaded the file, School Name, as well as District Name.

Edit Picture

Title:

Tag: Note : Enter comma-separated tags.

Added By :

School Name :

District Name :


Related Content:

Related Sites: Note : Enter comma-separated site names.

Description:



Image Tracker: ☐

Published: No

Picture: 

- After viewing the file, administrators can edit any of the file information such as Title, Details, Tags, Related Content and/or Related Website. From the drop-down next to “**Published**” choose “**Yes**” to publish the file to be viewed live on the system or “**No**” to not allow publishing; click “**Save**” when done.

- Pending Avatar:** To view all pending avatar’s (user-uploaded profile pictures), click on the “**Pending Avatar**” tab.




- Click on the [Approve Image](#)  link to approve the image or
- Click the [Reject Image](#)  link to not approve the image.

Select School : All

Pending Video
Pending Images
Pending Avatar

A B C D E F G H I J L M N O P Q R S T U V W X Y Z ALL

10

	Page 1 of 1 (1 records)	
1		
Thumbnail	User Info.	Moderator Actions
	Added BY : student student School Name : Demo School District Name : demo	Approve Image  Reject Image 
	Page 1 of 1 (1 records)	
1		

10

Group Pages

As discussed in Chapters 1 and 2, Group Pages serve as a centralized location where educators can upload and share media and digital files that are specific to a certain subject, class period, or extra-curricular activity. Although all users can invite other members and add approved multimedia for the group to view, as detailed previously, only users with an access level of Teacher Administrators and above can create groups, approve pending users and media files, and create new discussions within their groups.

- Creating Groups:** There are two different types of Group Pages: **Open to all** groups allow any users within your school and/or district to join without approval from the group creator, and **Approval to join** groups require approval from the Group creator before becoming a member.

- In order to create new Groups, hover over the “**Groups**” icon under the Main **Menu**, and then click on the “**Create a Group**” link, which will load the following page:

- Select the Group type from the drop-down menu, add the name of your group, as well as a short description for your Group in the “**About group**” box.
- A Group logo can also be uploaded by clicking on the “**Browse**” button to find the file on your computer; if a logo is not selected, the default MyVRSpot Group logo will be used. Click “**Submit**” when done.

Create your OWN Group!

Group type * :

Open to all

Group name * :

About group :

Group logo :

Browse...

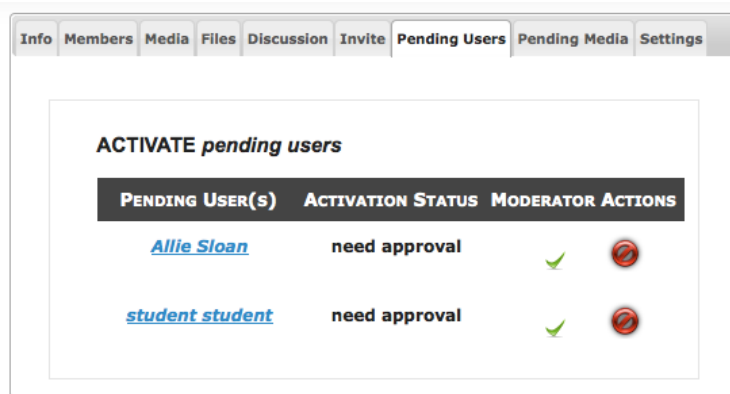
SUBMIT

* = Required

NOTE: Accessing the “**Settings**” tab from the Group Activity Page allows Group creators to edit the information for the Group or delete the Group altogether.

- Approving Group Members:** The group creator must approve any pending requests to join before the user can be a member of the Group (if it is an **Approval to join** group).

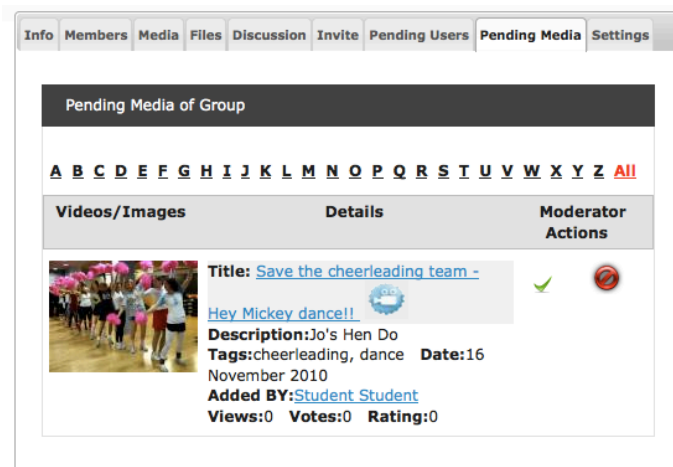
- To approve members for a particular Group, hover over the “**Groups**” icon under the Main **Menu**, and click on the “**My Group**” icon to load all Groups created by the administrator. Simply click on the thumbnail image or the Title of the Group to load the Group Activity Page, as shown below.



•All users pending creator approval can be found on the “**Pending Users**” tab. Click on the username to jump to that user’s Profile Page otherwise click on the icon to activate access to the group, or the icon to deny access.



•**Approving Media and Digital Files:** All multimedia and digital files uploaded by users within specific Groups must be approved before it is viewable by all members of the Group.

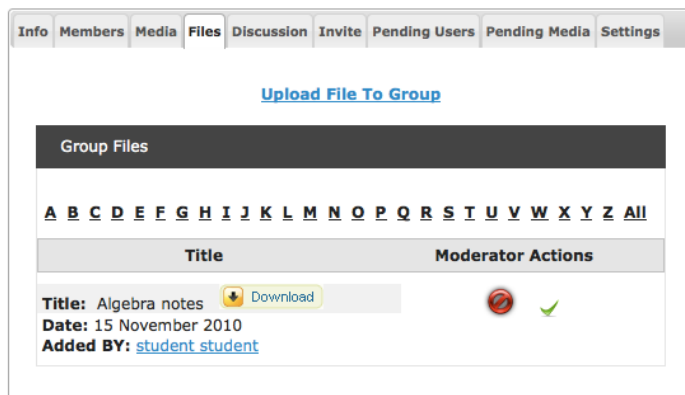
•To approve all pending media files, click on the “**Pending Media**” tab on the Group Activity Page, which will load the following page:



•Click on the thumbnail image or the Title of the media file to view otherwise choose the icon to approve or the icon to deny the video or image file.

- Click on the **“Files”** tab to view all pending digital files for the Group, which will load the following page:

- Simply click on the **“Download”** link to view the file.
- Choose the Click the  icon to approve the digital file, or the  icon to deny.



- Creating Group Messages:** Any user with a Teacher Administrator access level and above can create new message threads within the Group pages, while students can post responses within this thread as described in the **Group** and **My Groups Tab** sections in Chapter 2.

- To create a bulletin for a particular Group, click on the **“Discussion”** tab in the Group Activity Page, which will bring you to the following page:

- Add the Title and enter in the information for the bulletin in the provided HTML box.
- Click **“Submit”** when done.







The screenshot shows the 'Group Messages' page. At the top, it says 'Group Messages:' and 'Total : 1 Group Messages'. Below this is a table with three columns: MESSAGE, CREATED, and AUTHOR. The message 'Practice on Wednesday!' is listed with a creation date of 'Apr-02-2010 2:10 pm' and author 'teacheradmin'. Below the table is a section titled 'COMPOSE YOUR OWN MESSAGE :'. It contains two text input fields: 'Message Title * :' and 'Write your Message * :'. A 'SUBMIT' button is located below the second field. At the bottom, a note states '* HTML content not allowed in Message'.

- Group Favorites:** Users with a Teacher Administrator access level and above can tag any media file uploaded in the Group as a favorite. Favorites will then appear on the main Group page for all members to view. NOTE: There is a maximum of five media files that can be tagged as a favorite at a time.

- To tag a media file as a Favorite, click on the **“Media”** tab on the Group Activity Page, which will load the page below.

- Locate the multimedia file to appear as a favorite and click the “**Add to Favorite**” link below the thumbnail image.

- Favorites will then appear on the main Group page on the right-hand side of the Group Activity Page.

Videos/Images	Details	Moderator Actions
	<p>Title: Addition 3</p> <p>Description: Practice carrying digits to add multiple digit numbers</p> <p>Tags: long division, math, arithmetic</p> <p>Date: Nov-24-2010</p> <p>Added BY: Jacque Teacher</p> <p>Views: 5 Votes: 0 Rating: 0</p>	 
	<p>Title: Division 3: More long division and remainder examples</p> <p>Description: More long division and remainder examples</p> <p>Tags: long division, math, arithmetic</p> <p>Date: Nov-24-2010</p> <p>Added BY: Jacque Teacher</p> <p>Views: 1 Votes: 0 Rating: 0</p>	 

Settings

Depending on the access level of the administrator, a variety of functions on the MyVRSpot system can be performed, which can be accessed by hovering over the “**Settings**” icon under the Main **Menu**. Included is the ability to add new users (Teacher access level and above), change the school and/or district logo, manage the file formats accepted on their MyVRSpot accounts, create school, district, and/or consortium usage reports (requires a School Administrator, District Administrator, Consortium Administrator, or State Administrator access level for the latter three functionalities), as well as customize their email notifications received.

- Adding Users:** Users with a Teacher access level and above can add new users at or below their own access level within MyVRSpot. New users can easily be added individually by hovering over the “**Settings**” icon and clicking on the “**Add New User**” link under the Main **Menu**, which loads the following page. **NOTE:** For bulk imports, please contact our Customer Service Department at (888) 237-6740.

Register
Import Users

Create New User Account

Fields marked with (*) are Mandatory.

Login Details.	
Username : *	<input type="text"/>
Password : *	<input type="password"/>
Confirm Password : *	<input type="password"/>
Usertype : *	Student
Personal Details.	
FirstName : *	<input type="text"/>
MiddleName :	<input type="text"/>
LastName : *	<input type="text"/>
Email Address :	<input type="text"/>
State :	Select State
Consortium Name :	<input type="text"/>
District Name :	<input type="text"/>
School Name :	<input type="text"/>
Student Id :	<input type="text"/>
Graduation Year :	<input type="text"/>
Register Reset	

- All fields marked with a (*) are mandatory. Keep in mind that the “**User Type**” relates to the access level for that user.

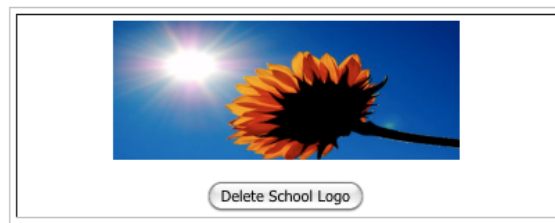
- The access level of the user creating the new account determines if they can specify the “**Consortium Name**”, “**District Name**” and/or “**School Name.**”
- Once all information is input, click on the “**Register**” button.

•**Manage School/District Logo:** Users with a School Administrator access have the ability to customize the school logo that is displayed in the upper left-hand corner of the banner ad for all of their MyVRSpot accounts; District Administrators have the ability to customize the district logo.

- Click on the “**Manage School Logo**” icon to access the following page and either delete the existing logo or upload a new logo:

Manage School Logo

Current Logo



“**Browse**” to find the computer file to upload and click “**S a v e**” when complete.

Upload New Logo

School Logo :	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Save"/>		

- Follow the steps above to delete the existing District logo or upload a new one (for users with District Administrator access levels or above) by clicking on the “**Manage District Logo**” under “**Settings.**”

•**Manage File Formats:** School, District, Consortium, and State Administrators have the ability to allow only certain acceptable file types to be uploaded on the MyVRSpot system. Click on the “**Manage File Formats**” icon to display the acceptable file types available, as shown below:

Supported File Formats

Select File Formats :	<input checked="" type="checkbox"/> pdf <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> txt <input checked="" type="checkbox"/> doc
Select Image Formats :	<input checked="" type="checkbox"/> GIF <input checked="" type="checkbox"/> PNG <input checked="" type="checkbox"/> JPG <input checked="" type="checkbox"/> JPE <input checked="" type="checkbox"/> JPEG
Select Video Formats :	<input checked="" type="checkbox"/> FLV <input checked="" type="checkbox"/> MPG <input checked="" type="checkbox"/> WMV <input checked="" type="checkbox"/> AVI <input checked="" type="checkbox"/> MTS
	<input checked="" type="checkbox"/> MP3 <input checked="" type="checkbox"/> MOV <input checked="" type="checkbox"/> DAT <input checked="" type="checkbox"/> SWF <input checked="" type="checkbox"/> DIVX
	<input checked="" type="checkbox"/> 3GP <input checked="" type="checkbox"/> ASF <input checked="" type="checkbox"/> M4V <input checked="" type="checkbox"/> MP4 <input checked="" type="checkbox"/> H.264
	<input checked="" type="checkbox"/> MPEG-4
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Simply unclick the file type that is not acceptable for upload at the specific school. Click “**Update**” when done.

•**Manage Schools:** District Administrators and above have the ability to manage all schools within their district, including the ability to reallocate accounts between schools, as well as determining which schools within the district will share their multimedia libraries and what file types are accepted at each location.

•Hover over the “Settings” icon to access the “Manage Schools” icon, which will load a snapshot of all of the schools within the district, as shown below:

Manage Schools

This district shows a total of 700 accounts allocated and paid for in the district.

	Id	School Name	District	Consortium	Total Accounts	Account Created	Global Library	Published	Edit
<input type="checkbox"/>	740	123	demo	Demo	10		On	✓	Edit
<input type="checkbox"/>	138	Demo School	demo	Demo	600	1001	On	✓	Edit

NOTE: To add or import new schools, please contact our Customer Service Department at (888) 237-6740.

•To reallocate accounts between schools click on the “Edit” box for a particular school; as you can see below for the “123” School, there are currently 10 accounts available for this location.

Update School

Click on the “Select Schools” button to choose which schools within the district will share Global Libraries between each of them. The default setting is for all schools within a district to share multimedia.

•To increase the number of accounts for this location from 10 to 40 accounts, for example, change the number in the “Maximum Number of Accounts” box and click the “Save” button when complete. Any user within the school with a Teacher access level and above can then create new accounts as described in the

“Adding Users” section above.

- In order to keep the total number of accounts for the district at or below the number of accounts paid for, you then have to go in to the other schools and change their total numbers to account for the extra 30 accounts reallocated; this is accomplished the same way as just described. In the above example, the Maximum Number of Accounts for the “Demo School” would have to be changed from 600 to 570.

- Reallocating accounts between Schools may require the deletion of unused accounts; please call Customer Service at (888) 237-6740 to assist.

- District Administrators can also change the school logo and manage acceptable file formats from the **Update School** page as shown below:

Update School

To change the school logo, click on the **“Browse”** button to search for the computer file and **“Save”** to update.

To update the acceptable file formats for specific a specific school, unclick the specific format from the list of acceptable File Formats shown above and **“Save”** to update

District : *	demo
Consortium : *	Demo
<input type="button" value="Select Schools"/>	
School Name : *	123
School Logo :	<input type="button" value="Browse..."/>
Maximum Number Of Accounts : *	10
Number Of Accounts created:	0
Number Of Accounts Left:	10
Published :	Yes
Select File Formats :	<input checked="" type="checkbox"/> pdf <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> txt <input checked="" type="checkbox"/> doc
Select Image Formats :	<input checked="" type="checkbox"/> GIF <input checked="" type="checkbox"/> PNG <input checked="" type="checkbox"/> JPG <input checked="" type="checkbox"/> JPE <input checked="" type="checkbox"/> JPEG
Select Video Formats :	<input checked="" type="checkbox"/> FLV <input checked="" type="checkbox"/> MPG <input checked="" type="checkbox"/> WMV <input checked="" type="checkbox"/> AVI <input checked="" type="checkbox"/> MTS <input checked="" type="checkbox"/> MP3 <input checked="" type="checkbox"/> MOV <input checked="" type="checkbox"/> DAT <input checked="" type="checkbox"/> SWF <input checked="" type="checkbox"/> DIVX <input checked="" type="checkbox"/> 3GP <input checked="" type="checkbox"/> ASF <input checked="" type="checkbox"/> M4V <input checked="" type="checkbox"/> MP4 <input checked="" type="checkbox"/> H.264 <input checked="" type="checkbox"/> MPEG-4
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Usage Reports:** A useful tool that can be utilized to detail the activities of a specific school or district within the MyVRSpot system is the reporting functions. The reports can only be accessed and created by School Administrators and above for specific school reports, District Administrators and above for specific district reports, and Consortium Administrators and above for specific consortium reports. These reports can be populated very easily and sent via email to interested parties.

- School Usage Reports:** School Reports can be created by clicking on “**School Usage Reports**” under the “**Settings**” icon, which will bring you to the following screen:

Choose the date range to query and click “**Submit**” when done.

District Name : *	demo
School Name:	Select School
Start Date : *	
End Date : *	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- The following report is created and includes the following information for the school: the total number of multimedia files uploaded, the total number of errors received, the total number of logins, as well as the number of multimedia files that have been viewed within the specified district, all within the specified date range.

- Click on the **email symbol** at the top of the report; an administrator can email the report to anyone inside or outside of the MyVRSpot system by entering their email address in the pop-up box created.

School Report : - Demo School (21-Nov-2010)																																											
Processing Initiated :	Sun, 21 Nov 2010 16:00:03 -0600																																										
Date Range Processed :	Fri, 01 Oct 2010 00:00 -0500 through Sun, 21 Nov 2010 00:00:00 -0600																																										
Log files for Host :	live.myvrspot.com/demo																																										
This report contains confidential usage information.																																											
<p style="text-align: center;">Uploads</p> <p>A total of 6 videos uploaded</p> <table border="0"> <thead> <tr> <th>Video Title</th> <th>Added By</th> </tr> </thead> <tbody> <tr> <td>Test</td> <td>Joe Carry</td> </tr> <tr> <td>Test - Hammock</td> <td>student student</td> </tr> <tr> <td>Test MP3 Upload</td> <td>FTC Test</td> </tr> <tr> <td>Algebra: Solving Inequalities</td> <td>Sean Glass</td> </tr> <tr> <td>Chemistry experiment 2. - Coloured flask.</td> <td>Sean Glass</td> </tr> <tr> <td>Save the cheerleading team - Hey Mickey dance!!</td> <td>student student</td> </tr> </tbody> </table> <p>A total of 1 images uploaded</p> <table border="0"> <thead> <tr> <th>Image Title</th> <th>Added By</th> </tr> </thead> <tbody> <tr> <td>AL TEST</td> <td>Joe Carry</td> </tr> </tbody> </table>		Video Title	Added By	Test	Joe Carry	Test - Hammock	student student	Test MP3 Upload	FTC Test	Algebra: Solving Inequalities	Sean Glass	Chemistry experiment 2. - Coloured flask.	Sean Glass	Save the cheerleading team - Hey Mickey dance!!	student student	Image Title	Added By	AL TEST	Joe Carry																								
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Test	Joe Carry																																										
Test - Hammock	student student																																										
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- District Usage Reports:** District usage reports can be created by clicking on “District Usage Reports” under the “Settings” icon, which will load the following page:

Choose the date range to query and click “Submit” when done.

District Usage Report

Consortium Name :	No Consortium
District Name :	
Start Date : *	
End Date : *	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- As detailed with the School usage reports in the previous section, the report built can be emailed to any user outside of the MyVRSpot system.

Video/Image Tracker

A valuable feature of the MyVRSpot system is the Video and Image Tracker function. Any video and/or image uploaded by users with a Teacher Administrator access level and above have the ability to turn on or off the feature when uploading video or image files to the MyVRSpot system. Reports can then be run to verify which users viewed the file and how long they viewed it. This feature and report is especially important for professional development purposes when it is essential to monitor and record users viewing PD files and multimedia.

- Video Tracker:** During the upload process, the “Video Tracker” box can be checked to activate the video tracker feature, as shown below.

Check the “Video Tracker” box to activate/deactivate this feature.

Upload Video

Title	<input type="text"/>
Details	<input type="text"/>
Tags	<input type="text"/> <small>Note : Enter comma-separated tags without any space before comma.</small>
Related Content	<input type="text"/>
Related Website	<input type="text"/> <small>Note: Enter comma-separated site names</small>
Publish Status	<input type="radio"/> No <input checked="" type="radio"/> Yes
Video Tracker	<input type="checkbox"/>


1- Upload your video. Please do not upload videos with unsuitable content for our site.
Please note: Upload only FLV, MPG, WMV, AVI, MP3, MOV, MPEG-4, H.264, MTS, 3GP, DAT, DIVX, ASF, M4V, MP4 and SWF files otherwise the system will reject your file.

Path to the video:

2- Please choose one of the below, three options for the picture display of your video.
 If you choose "Upload a thumbnail for your video" use the browse button below to find your image.
Please note: Only GIF, JPG, or PNF files are accepted.


☒ Extract auto thumbnail for my video. ☐ Default Thumbnail ☐ Upload a thumbnail for your video.

- Previously Uploaded Videos:** To activate the video tracking function for multimedia that has previously been uploaded, locate the video under the “My


- Videos**” tab from the Profile Page. Click on the  icon above the specific video to Edit the settings, which will load the following page:

- Check the “**Video Tracker**” box to activate/deactivate this feature.

- Click “**Save**” when complete.

Title	Butterfly Dance	
Details	This is a wonderful example of how to integrate videos withir	
Tags	curriculum, butterfly, dance	Note : Enter comma-separated tags without any space before comma.
Related Content		
Related Website		Note : Enter comma-separated site names.
IP Address	172.16.2.47	
Thumbnail	http://live.myvrspot.com/seynetfiles/uploads/Cc	
Server Type	localfile	
Server Code	http://live.myvrspot.com	
Date	Dec-31-1969	
Publish Status	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Video Tracker	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/>		 <input type="button" value="Delete"/>

- Video Tracker Reporting:** The reporting feature on the MyVRSpot system is a useful tool to track and monitor multimedia that has to be viewed by specific educators within the district, especially for professional development purposes.

- Click on the  icon above the file to create the report, which will load the following page:

Choose the date range to query and click “**Submit**” when done.

* Start Date:	<input type="text"/>	
* End Date:	<input type="text"/>	
<input type="button" value="SUBMIT"/> <input type="button" value="RESET"/>		

- The following report is created and includes: the Username and Name of all users that viewed the file, the Date it was viewed, including the Start and End Times, as well as the length of time, or Duration, the file was viewed.



Click on the **email symbol** at the top of the report to email the report to anyone inside or outside of the MyVRSpot system by entering their email address in the pop-up box created.

Video Title: - Butterfly Dance (From: 2010-11-12 - To: 2010-11-24)					
Username	Name	Date	Start Time	End Time	Duration
TeacherSA@demo	Test Teacher	2010-11-24	11:12:41	11:13:06	0:00:25
districtadmin@demo	districtadmin districtadmin	2010-11-24	11:13:28	11:13:53	0:00:25

- Image Tracker:** During the upload process, the video tracker box can be checked to activate the image tracker feature, as shown below:

Check the “**Image Tracker**” box to activate/deactivate this feature.

▼ Upload Image

Title:

Description:

Tag:

Related Content:

Related Sites:

Image Tracker:

☐

Path to the picture:

Browse...

Note : Enter comma-separated tags.

Note : Enter comma-separated site names.



Note : You can upload a maximum of 10 images at one time.


UPLOAD

CANCEL

- Previously Uploaded Images:** To activate the image tracking function for multimedia that has previously been uploaded by a Teacher Administrator or above, click on the thumbnail image or Title of the file, which will load the following page:



PICTURE INFORMATION	
Added By:	FTC Test
Description:	N/A
Tag:	smartboard
Hits:	5
Rating:	5.00 (1 Vote)
IP Address:	172.16.2.47
	 Edit  Delete
ADDITIONAL RESOURCES	
Related Content:	N/A
Related Site:	N/A
PICTURE SHARING	
Add to Group:	<input type="button" value="--Add to Group--"/> <input type="button" value="Add"/>
PICTURE RATING	
You can not vote for your own pictures!	
COMMENTS FOR THIS PICTURE	

- Click on the  icon to Edit the image, which will load the following page to allow a user to check the “Image Tracker” box to activate or deactivate this feature.

Edit Picture

Title:

Smartboard

Tag:

smartboard

Note : Enter comma-separated tags.

Related Content:

Related Sites:

Note : Enter comma-separated site names.

Description:


Image Tracker:

☒

Published:


Yes

Picture:



SAVE

CANCEL

 Delete

- Image Tracker Reporting:** Like the video tracker reporting feature discussed in the previous section, a report can also be created that details the date a specific user viewed an image on the MyVRSpot system.

- Click on the “Run Image Tracking Report” link located under the specific image in the “My Images” tab, which will load the following page:

Image Tracking Report

Choose the date range to query and click “Submit” when done.

* Start Date:



* End Date:



SUBMIT

RESET

- The following report is created and includes: the Username and Name of all users that viewed the file, as well as the Date it was viewed.

Click on the **email symbol** at the top of the report to email the report to anyone inside or outside of the MyVRSpot system by entering their email address in the pop-up box created.



Image Title: - Test (From: 2010-11-24 - To: 2010-11-24)			
Username	Name	Date	Time
districtadmin@demo	districtadmin districtadmin	2010-11-24	12:01:58
districtadmin@demo	districtadmin districtadmin	2010-11-24	12:02:09